



Paraprofessional Vacancy Richardson ISD

POSITION: STUDENT DATA SPECIALIST - TMSSA

REPORTS TO: BUILDING PRINCIPAL

PERIOD OF EMPLOYMENT: 11 MONTHS - 207 DAYS

POSITION CONTROL: 41172804

SALARY: LOCAL PAY GRADE: PBN

SALARY RANGE: \$29,212 - \$29,657

QUALIFICATIONS:

- High school graduate with 30 hours college credit and three years general clerical experience or five years verifiable general clerical/secretarial experience
- Excellent communication and interpersonal skills
- Ability to maintain emotional composure during stressful situations
- Ability to foster a strong working relationship with all levels of RISD personnel
- Ability to meet deadlines, multi-task, and prioritize
- Ability to maintain accurate and auditable records
- Excellent organizational and file maintenance skills
- Self starter; able to assimilate new concepts and software
- Excellent technical writing ability
- Working knowledge and understanding of student data procedures
- Working knowledge of PEIMS data procedures
- Ability to export and import data
- Experience with Windows OS, Microsoft Office (Word and Excel)

MAJOR RESPONSIBILITIES:

Laws, Policies, and Procedures

- Comply with policies established by TEA regulations
- Comply with policies established by PEIMS and TREx guidelines
- Comply with policies established by TEA Student Attendance Accounting Handbook
- Comply with policies established by RISD Policies and Guidelines

Data Entry (including but not limited to)

- Maintain records of student enrollment; entries, transfers, withdrawals and grade level changes
- Update six weeks cycle grade changes based on documentation provided
- Update student's Academic History records based on documentation provided
- Run reports and verification checks on data to ensure accuracy of PEIMS information and coding

Student Records (including but not limited to)

- Maintenance of all student cumulative folders
- Compile and maintain all student enrollment cards, directory information cards and emergency cards
- Collaborate on the yearly records retention process
- Request, receive/send student records for students coming from or going to another Texas public school via TREx

APPLICATION PROCEDURE:

Apply online at <https://www.applitrack.com/risd/OnlineApp/default.aspx>. The application must be complete and three electronic reference forms must be received to be considered. Applicants who have previously applied in AppliTrack must update their application once per year by securing updated references. Applicants will be contacted if an interview is needed.

DEADLINE FOR APPLICATION: UNTIL FILLED

APPROVED:

A handwritten signature in cursive script that reads 'Christopher B. Goodson'.

Dr. Christopher B. Goodson
Assistant Superintendent - Human Resources

DATE: 07/14/2025

EQUAL OPPORTUNITY EMPLOYER

The Richardson Independent School District (RISD or the District) is an equal opportunity employer and maintains a policy of nondiscrimination with respect to all employees and applicants for employment. All personnel actions such as recruitment, hiring, training, promotion, transfer, compensation and benefits, discipline, and termination are administered without regard to race, color, religion, gender, national origin, age, disability, genetic information, or military status of otherwise qualified individuals. RISD does not discriminate on the basis of membership or application for membership in the uniformed services and does not discriminate against an employee or applicant who acts to oppose unlawful discrimination or participates in the investigation of a complaint of alleged discriminatory employment practices. Hiring decisions are made on the basis of each applicant's qualifications, experiences, and abilities as well as the business needs of the district.